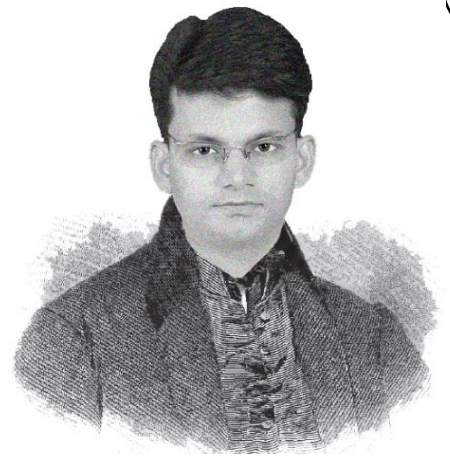


COVER LETTER



Dear Potential Recruiters,

My autonym is Prof. (Dr.) Mohammed Anis Ansari (Alias: Prof. Aman), an Educationist-cum-Administrator (and other titles) with a meaningful experience of over 10 years in the field of Education and I am fortunate to get an exposure of touching upon various aspects of Education. Over the years, I've seen and observed many great examples of leadership. What separates the truly successful person from others is the highest level of contribution towards the most important goals of the organization you are associated with. You must have been looking for a person who can motivate the team and will be able to implement the policies, programs, official procedures not only to meet but also to exceed the growth and ultimately the financial growth of the organization.

The broadness of my expertise covers a wide area of responsibilities. I am hard working, ambitious, team leader and encouraging and uplifting- motivator. I am recognized for team building, problem solving, and for a high degree of expertise of opening, establishing, developing and managing the educational institutions from Pre-primary Montessori level to the Secondary level of educational Institutions. I've been handling the academic, administrative, financial and legal matters of the school.

By this means, I assure you that if given an opportunity, I will live-up to the expectations of the organization.

Faithfully,

Dr. Mohammed Anis Ansari

(Alias: Prof. Aman – MBA/MCA Level)

Mobile : 09956966187 / 08858048067

Email : anislinek11@gmail.com / anislinek14@gmail.com



Mailing Address

Prof. Aman (MBA / MCA), 12/29, Bismil Colony, Lal Masjid, Bala Ganj, Hardoi Road – Lucknow (U.P.) - INDIA



Prof. Aman

(Educationist-cum-Administrator)

Objective

For the Post Of Principal
Vice Principal
Or – HOD
Of Computer Science Faculty



The role of Principal is vital since he/she is held responsible for creating healthy young minds which are in reality the pillars of tomorrow's world. He/she is responsible for creating an environment in the school that encourages and makes the students to learn their subjects more efficiently and come out with the flying colours.

He/she also takes the tasks for finding out the hidden or special talents of the students and to create a realistic pathway in that very direction. For this, the principal takes the primary role by getting the latest competition, that is known to the students and make them participate in the same to bring out their talents. In addition to this, the principal also helps the management by budgeting efficiently and by maintaining a safe and healthy environment.

By this means, it results the smooth and efficient operations and activities of the educational institution that lies in the hands of the captain named as Principal of the educational institution.

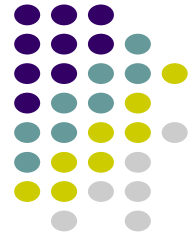
Previous Designation : Principal
Previous Employer : Greenfields Public School, VivekVihar, Delhi
Functional Area : Administration/Academics/Budget planning & Establishing new schools for the Society.
Experience : 03 years 4 months
D.O.B : 14/02/1978
E-Mail Address : anislinek11@gmail.com
anislinek14@gmail.com
Contact Number : +91-9956966187 / 8858048067





My Vision

(Targeted for future)



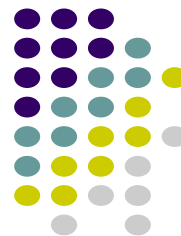
“Every child is blessed with certain qualities; it is only the teacher who is capable of mentoring the life of children.”

“If I can’t learn the way you teach me then teach me the way I can learn”

Work Profile

- ◆ Previously, working at Greenfields Public School as Principal and started my association with the school since July 2010 to 2013 state and have completed more than 03 shining years. Had sole administration of the school and also opening and establishment of Montessori, Primary and Secondary schools for the society.
- ◆ At the same time, I was looking after the academics and administration of two more schools. As a Principal of this school, I took all the responsibilities of managing the students, staffs and all the activities related to the school. I took up the tasks of teacher’s recruitment whenever needed I was also maintaining the discipline and decorum in school campus, by getting the feedback from the students, teachers and the parents and then after taking appropriate actions on it at appropriate time.
- ◆ I was held in-charge of monitoring and maintaining the safe, healthy, and peaceful environment in the school. I also monitored the attendance of the students and teachers. In this area I introduced the concept of providing the complete data of the child at one click of the parent i.e. online data for parents and for students that encouraged the students to come on time in the school regularly and parents to monitor the attendance and assessment record of the class on their own ward.
- ◆ I have also reviewed the text books and notes followed by the students and have passed my feedback to the teachers for further improvement. I was held responsible for launching the computer program making it compulsory for all students in the school which helped a lot to keep the students in current status with technology.





Work Profile (continued)

- ◆ I was taking care of all the legal matters of the school and the society.
- ◆ I have always been a team leader and uplifting motivator.
- ◆ Annual Planning of the Academic session – Curriculum, Events, Activities, Budget and Annual Functions / Night camps.
- ◆ Processing and liaisoning the case of the school with appropriate government authorities for Recognition, EC, SOM, and Upgradation.
- ◆ Most important transformation in the teaching was the introduction of the SMART CLASSESS “CLASS ON THE WEB” the Wi-Fi learning through Satellite which really proved successful and the goal achievement plan for the teachers and students as well.
- ◆ CCE (Continuous and Comprehensive Evaluation) system of assessing the child was successfully implemented as per the directive of CBSE. Whereby, the students learning graph was curved-up and found the satisfaction appraisal from their parents/guardian.

PROJECTS: Consulting, Establishing, Working with these ICSE, ISC & CBSE Boards – recognised Organizations

1. Greenfields Public School, Shahdara, Delhi.
2. Greenfields Public school, Vivek Vihar, Delhi.
3. Bhumika Foundations Montessori Play School, Shahdara, Delhi.
4. Shri R.R. Joshi Memorial Greenfields Public school, Maujpur, Delhi.
5. Shri Satguru Sai Educational Trust, Delhi.
6. St. Xavier School, Nariman Point / Juhu west /
7. (Annual Planning, Events, Examination Schedule, Curriculum, Syllabus and Activities as per CCE, Selection of books, Picnics and night camps for all the four schools is being done by me).



The Gradation Title
ACADEMIC QUALIFICATIONS



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2016-17

Packed Table – 1.0

In The Year	Qualification / Course	Name Of Institution	Remarks
1 1989	High School Examination (with Science Group)	H. S. School – Balapur District : Ghazipur –(U.P.) India	Scored First Division
2 1991	Intermediate Examination (with Science Group)	S.M.N. Inter College, Machhati District : Ghazipur –(U.P.) India	Scored Second Division
NOTE : Completed the Examination and Travelled to Abroad			
3 1991	Enrolled in the Dual Honours Degree Course : B. Sc. / M. Comp in Computer Science, and successfully passed achieving the Score of “ First Grade Honour ”.		
1991 To 1993	B. Sc. (Bachelor Of Science) (in Computer Science) – 3 Years 1991 – 1993 = 91 + 92 + 93	University Of Sheffield – (with Foundation Year) – REGULAR United Kingdom - (U. K.)	Scored First Division
4 1994 To 1995	M. Comp. (Master Of Computing) (in Computer Science) – 2 Years 1994 – 1995 = 94 + 95	University Of Sheffield – (with P. Foundation Year) – REGULAR United Kingdom - (U. K.)	Scored First Division
5 1998 To 2001	Ph. D. (in Computer Science & Engineering) – REGULAR MODE 1998 - 2001 = 98+99+2000+2001	With the title of “Animation Engineering Technology” University Of Sheffield – (U. K.)	Scored First Division
NOTE : Taught JAVA Blue J and (other Versions) In INDIA			
6 2007 To 2015	Taught the JAVA - (all Versions) As a subject with full coverage of programming codes.	for ICSE / ISC and Other Boards / Institutions of Lucknow City.	Students got their higher marks .

The Gradation Title
HIGHER QUALIFICATIONS

Opened Table – 1.1



- 1** The Ph. D. Scholar, with the given Dissertation Title of “Animation Engineering & Technology”, in which the Discreet Mathematics had been formulated.
- 2** The registered fellow, from the Royal Society of Arts - United Kingdom.
- 3** The Fellow from the Institute of Business Administration, United Kingdom, with the specialization in the “Techniques of Corporate Communication”.
- 4** Online, enlisted Associate Member of the Information System & Modern English Communication Society of United Kingdom and USA.
- 5** Certified Fellow of the Military Health College, Ministry of Defence and Aviation – Dahrn, Kingdom of Saudi Arabia.



The **STRATEGIC** Practical Expertise

1. An experienced Academic Planner, Management Observer, Educational Consultant, Team Leader, Feasible Administrator, and a exceptional Motivator.
2. In holding the dexterity in excellent communication and written skills in English to deliver points in precise fashion.
3. Having the skills and ability of good and commanding approach, to communicate, by using the languages effectively, such as, Hindi, Urdu as well as the High-class Standard English.
4. Have mastering skills and arts of utilizing the Computers and resources and well versed with the usage of Microsoft & Adobe Products & relevant Software-tools namely Microsoft Word, Power point, Flash, Java and in some respects C# to Create Highly sophisticated Presentations, and other Content materials. Also have mastered skills to operate and manage the Internet and emailing tools efficiently.

The **STRENGTHS** With Practical Inputs

1. Leadership and efficient management ability. Motivating, Mentoring Training and Leading the Staff and the Students.
2. Appropriate and exact delegation of responsibilities to the staffs and other concerned personnel as well.
3. Dealt with the Academic & Annual Planning, and Organizing the School Functions as well as the other uncertain Events which happened.
4. Have learnt and used different techniques and tools of educating students for more effective and efficient teaching.





The
SEMINAR & WORKSHOP
Practical Expertise

1. Oxford Publications – Mr. Jose Paul – Motivation and Fun with Math's International Conference of Pre- primary and Primary Principals by City Montessori School – Lucknow, in 2010.
2. Seminar by Mr. Ashutosh Rai arranged by CBSE on CCE , Innovation and Motivation, in the year of 2013.
3. The Big Picture Conclave Seminar that was organized by the Global Education - education we want, in 2012.
4. Pearson Longman arranged two days' Workshop on Conversation skills and Fun to learn English Language, in the year of 2013.
5. Ratna Sagar arranged three different kinds of Workshops on :
 - a - Communication and Conversation Skills by Mr. Lazer Sehra.
 - b - Fun to Learn Science by Ms. Usha Anand and Ms. Apjit Bakshi.
 - c - Motivation in Teaching by Ms. Monica Ohri.
6. Attended International Seminar organized by EdTech Review for Digital Learning and use of Information Technology from Nursery to Class XII.
7. I had the schedule of organizing the Workshops for my Teachers regularly during the summer vacations.
8. I have made the arrangement of organizing the subjective Workshops for my school Teachers with the collaboration of other national level institutions inside and outside of the city.
9. I have also prepared a Faculty Development Workshop for my Teachers with the arrangement of top-notch Faculties of MBA and Engineering Level Institutions and Industry of the city.



The Gradation Title
AWARDS & HONOURS

Opened Table – 1.2



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- < **1** > Best Teacher's Award in 2010.
- < **2** > Best Teacher's Award in 2011 by Lions Club Delhi.
- < **3** > Best Teacher's Award in 2011 by Lions Club Delhi. Best Employee award in 2012 by Greenfields Public School Society.
- < **4** > Sadbhavana Award by Shaheed Bhagat Singh Sewa Dal, IN 2012.
- < **5** > Conferred with Human Rights Protection Award by 12th World Human Rights Congress, in the year of 2012.
- < **6** > Green & Clean School campus Award 2011 by World Management Congress.
- < **7** > National Human Resource Optimization Award 2012 by 33rd World Management Congress 2012.

The Special Titles

ROASTER OF DUTIES PERFORMED

Opened Table – 1.3

1. The Academic Planning has been handled by me for three Schools all together. The calculation of working days, Examination schedule, Holidays Activities and Projects, etc.
2. Cultural Bonanza includes Annual Functions "Srijan and Basant Carnival" where I always endeavored to present a bouquet of rich Indian and International culture, Music and dance, by organizing the cultural programs.
3. Time –Table had been prepared by me and my team of coordinators.
4. Examinations Schedules have been designed as per CCE introduced by CBSE. I have organized X and XII class board exams.
5. Formation of Committees under different heads for assigning the suitable duties to the Teaching and Non- teaching staffs.
- 6.